

MINIMAL AWARDS

29 JUNE 1976

☐ UNCLASSIFIED

☐ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

~~SECRET~~ SECRET

Approved For Release 2001/06/09 : CIA-RDP80-00706A000400080001-7

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## MINIMAL AWARDS

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

EXTENSION

NO.

DATE

7394

28 June 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DC/BS  
5 E 69, Headquarters

28 Jun 76 GAB

1-4: For your information.

2. C/BS  
5 E 69, Headquarters

28 Jun

5. Attached are 15 Minimal Awards for your approval.

25X1A



3. DD/Pers/SP  
5 E 69, Headquarters

4. DD/Pers 28 JUN 1976  
5 E 58, Headquarters

28 JUN 1976

5. Chairman, SAAC  
5 E 58, Headquarters

29 J

6.

7.

8.

9.

10.

11. EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE

12. 5-E-54, HEADQUARTERS

13.

14.

29  
June  
76

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-445: dated 11 March 1974

[REDACTED], GS-11

STATINTL

Editor

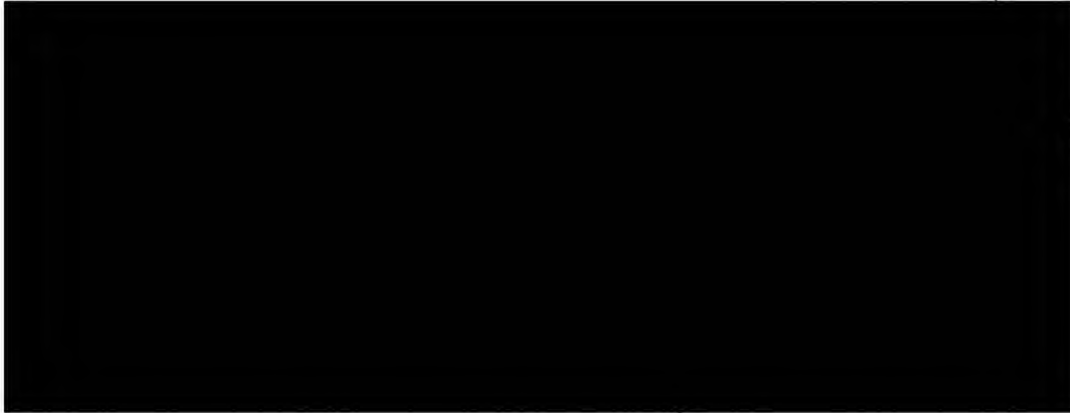
Directorate of Intelligence/[REDACTED]

STATSPEC

A. Summary of Suggestion

STATSPEC The suggester proposed the establishment of a "Travel Tips Log" for [REDACTED] personnel (detailed description and proposed form attached).

B. Evaluation



STATSPEC

STATSPEC

feedback extensive potential usefulness. They rated intangible benefits SUBSTANTIAL/EXTENDED.


2. Chief, Central Processing Branch said the form cannot be effectively used in their procedures. The Travel Policy Committee said that feedback from use of such a form might be of value to some Headquarters components.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$150 award (SUBSTANTIAL/EXTENDED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$ 150. -

Award

Atts

STATINTL

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STATSPEC

SUBJECT: TRAVEL TIPS LOG FOR [REDACTED] PERSONNEL

MEMO

STATSPEC

STATSPEC

1. For many years [REDACTED] personnel have been traveling abroad gaining unique insights into travel and living overseas. Yet for the neophyte about to set out on a tour of 2 or more years, or at a TDY, it is often difficult to tap this knowledge and experience. Often the person you would most like to talk to is abroad. While personal communication with staff in the field is encouraged, a lot of valuable and helpful information is not exchanged because the proper question is not asked or the information has been forgotten by the time the question is asked.

STATSPEC

2. I am proposing, therefore, that [REDACTED] establish a log for travel tips. Staff going overseas or returning from a PCS tour should be asked to fill in a log sheet within 3 months of their arrival at their new assignments. The purpose of this log would be to cover a somewhat neglected part of the [REDACTED] rotation procedure. STATSPEC

3. The log would be broken down into three sections.

- A. Preparation for departure.
- B. Transit, TDY's and personal travel.
- C. Establishing residence.

4. While this information might be most valuable to those going overseas for the first time, those going to a new area, or returning to a known one after several intervening years should also find it useful.

5. In the section on preparation for departure, staff would be encouraged to comment on packing and storage companies, travel insurance, rental and real estate agencies, travelers checks in all currencies and anything else they think might help others in their departure plans. Under such a section I might have noted that one could get a travel advance in travelers checks at headquarters without paying the normal fee, or that a check of local insurance companies showed that one offered the same coverage at a lower price than the one many employees had been using.

STATINTL

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6. The transit section of the log could cover TDY's, personal travel, car purchases, information on direct flights and opinions on service. In such a section I might have included information on how to use an [REDACTED] telephone directory, commented that night flights from Dulles to [REDACTED] are deadly due to the time lag factor, or that [REDACTED] currency is not acceptable at local establishments in [REDACTED], but the [REDACTED] is -- even after the devaluation. STATINTL

7. While some information on establishing ones residence might be covered in post reports, it is likely that comments on temporary lodging, transportation, rents, the bureau's policy on meeting newcomers and like comments would be welcome.

8. In all of the above, personnel should be encouraged to consult with their spouses for additional information.

STATSPEC

STATSPEC

9. Because of its central position in all [redacted] operations, I would suggest that the log be held by the [redacted]. Alternatively, it could be held in the Administrative Staff along with the post reports.

STATSPEC

10. [redacted] could adopt their own policy on such a log. I would think that such a log might be useful to those who have been serving long tours overseas. One former employee said that when he returned from one tour, he found that [redacted] Headquarters had moved, and he had not even been given a phone number to call, much less told where to report. Comments on the rental and real estate markets might be helpful to those about to return from overseas.

STATSPEC

11. The log sheet could be given to new arrivals in the field and pouched back to Washington. Attached is a sample log sheet.

[redacted]  
STATINTL

TRAVEL TIPS

Name: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

From: \_\_\_\_\_ Via: \_\_\_\_\_ To: \_\_\_\_\_

DEPARTURE PREPARATIONS (Insurance, Storage, Processing Procedures,  
Rentals, Leases, Travelers Checks)

TRANSIT, TDY'S, PERSONAL TRAVEL (Hotels, Money Exchange, Use of  
Credit Cards, Airlines, Car Rentals-Purchasing)

ESTABLISHING RESIDENCE (Temporary Housing, Transportation, Money,  
Air Freight Tips)

Date Filled in:

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INSTRUCTIONS FOR TRAVEL CHECK SHEET, FC 3858

STATSPEC The Travel Check Sheet is designed to facilitate feedback from PCS and TDY travelers that will enable the [REDACTED] Administrative Staff to improve travel procedures and provide more useful and current information to future travelers. Part I constitutes a check-list to help insure that you complete all essential preparations for your travel; Part II lists some reminders of things to take care of at post and other travel-related activities that may call for your evaluation and comment. Your completed form should be returned to Chief, [REDACTED] Administrative Staff as soon as possible. In commenting on such things as shippers, housing, and transportation, be as specific as possible: include the names of companies, dates, description of any damages to effects, etc. Remember that the purpose of this form is to aid future travelers and help eliminate existing flaws in the system.

STATSPEC Use the reverse of the form for your comments if you have insufficient room on the front.

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# TRAVEL CHECK SHEET

NAME	DA	PCS POINT	TDY POINTS
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## I. DEPARTURE & TRAVEL

1. READ POST REPORT	13. CONFIRM ITINERARY APPROVAL
2. PREPARE FORM 2922 ON ITINERARY	14. CONFIRM HOTELS
3. PREPARE WILL	15. EMERGENCY LOCATOR INFORMATION SUBMITTED
4. ARRANGE CREDIT CARDS	16. CHECKOUT WITH ADMIN STAFF
5. ESTABLISH ALLOTTEE BANK ACCOUNT	17. HHE & AIRFREIGHT PICK-UP
6. CANCEL QUARTERS LEASE	18. PASSPORT, VISAS & TRAVEL ORDERS
7. SCHOOL REGISTRATION AT NEW POST	19. TICKETS
8. IMMUNIZATION & MEDICAL EXAM	20. DELIVER POV FOR SHIPMENT
9. HHE, AIRFREIGHT ALLOWANCES	21. PHONE NUMBERS, ENROUTE & AT POST
10. ALLOWANCES AT POST	22. TRAVELERS CHECKS
11. HHE PACK-OUT DATES	23. TRANSPORT TO AIRPORT
12. HHE INSURANCE	24. FLIGHT INSURANCE

COMMENTS ON ABOVE AND ON TRANSPORTATION FROM AIRPORT--MODE & COST, HOTELS, EATING FACILITIES, CURRENCY EXCHANGE, USE OF CREDIT CARDS, CAR RENTAL, ETC:

## II. AT POST

25. TEMPORARY HOUSING	31. TIPS ON LOCATING PERMANENT QUARTERS
26. ITEMS TO HAVE IN ACCOMPANIED BAGGAGE	32. THINGS TO CHECK FOR BEFORE SIGNING LEASE
27. TEMPORARY TRANSPORTATION	33. HHE SHIPPING, QUALITY & TIMELINESS
28. AIR FREIGHT SHIPPING TIME	34. POV SHIPPING, QUALITY & TIMELINESS
29. ITEMS NEEDED OR NOT NEEDED IN AIR FREIGHT	35. PROBLEMS GETTING TO POST
30. TIME NEEDED TO FIND PERMANENT QUARTERS	36. PROBLEMS GETTING SETTLED AT POST

COMMENTS ON ABOVE:

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Next 1 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-28: dated 4 April 1975

25X1A

[REDACTED], GS-06  
[REDACTED] t  
[REDACTED] GS-09  
Inspector/Estimator  
Directorate of Administration/OTR

A. Summary of Suggestion

25X1A

25X1A

[REDACTED] designed a "lazy susan" turntable to be used to assemble student materials for [REDACTED] training sessions (sketch attached). [REDACTED] modified the original design to meet the specific requirements of [REDACTED] (blueprint attached). 25X1A

B. Evaluation

25X1A

1. Chief of Station [REDACTED] said the original suggestion for the turntable was made in February 1973. The turntable was actually placed in operation in the Spring of 1974.

2. The use of the turntable results in annual salary savings of \$3,972, calculated as follows:

COST UNDER OLD SYSTEM PER ONE INCH OF MATERIAL

Four Training Assts  
at average grade of  
GS-06/3 x \$5.10 per  
hour = \$20.40 per hour

Four Instructors at  
average grade of  
GS-13/5 x \$12.48 per  
hour = \$49.92 per hour

Total manpower cost  
per hour - \$70.32 x 100  
hours annually

\$7,032

COST UNDER NEW SYSTEM PER ONE INCH OF MATERIAL

Four Training Assts  
at average grade of  
GS-06/3 x \$5.10 per  
hour = \$20.40 per hour  
X 150 hours annually

\$3,060

Annual Net Savings

\$3,972

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The reduction in man-hours is based on the fact that there is less confusion under the new system, fatigue from such a monotonous exercise is reduced, and it is no longer necessary to remove unfinished items to a classified area at night and then re-sort them the next morning. [REDACTED] rated intangible benefits MODERATE/LIMITED. The new system releases the instructors previously involved to attend to their professional responsibilities.

25X1A

25X1A

4. OTR said there was no application for the turntable at Headquarters. OL/P&PD had a collating table similar to this years ago and has since purchased more sophisticated collating equipment.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$300 award based on annual savings of \$3,972 (\$250), plus MODERATE/LIMITED (\$50) intangible benefits to be shared as follows:

25X1A

[REDACTED] - \$200  
[REDACTED] \$100

D. Decision of the Chairman

25X1A

Chairman [REDACTED] and Achievement  
Awards Committee

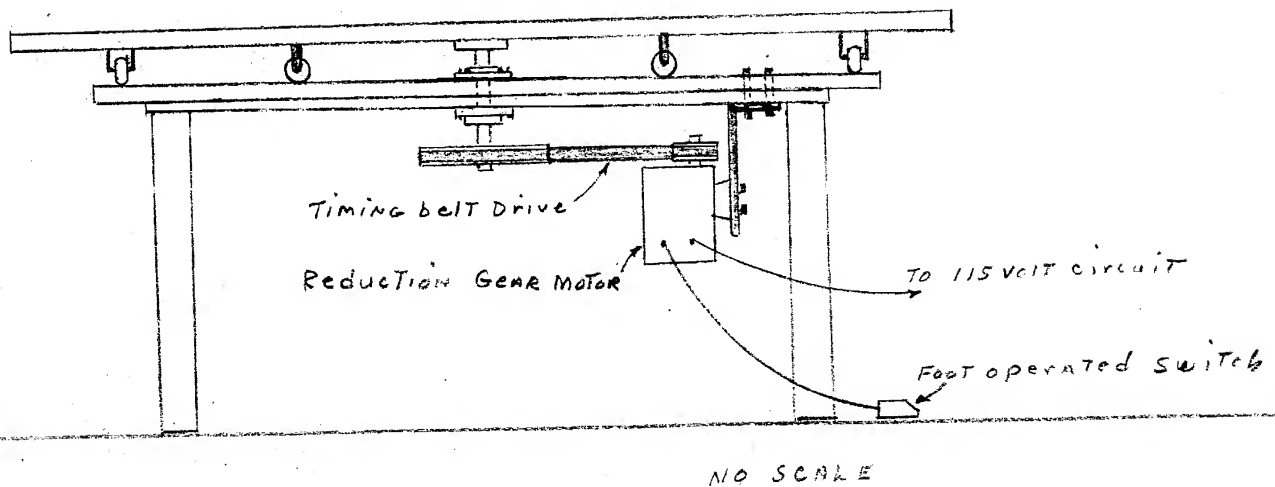
29 June 76  
Date

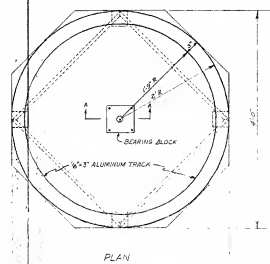
\$300. - as split  
Award

Atts

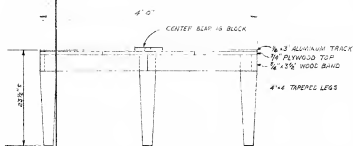
**CONFIDENTIAL**

# Revolving Top Table

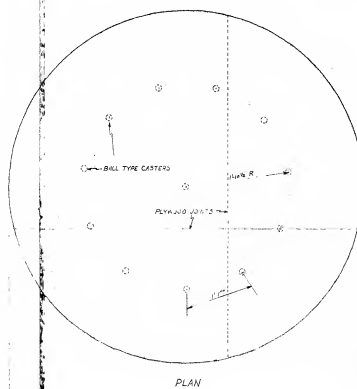




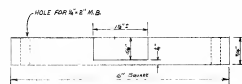
### PLAN



LAZY SUSAN BASE TABLE  
18" x 18"



PLAN



SECTION A-A'

BEARING BLOCK  
SCALE: FULL SIZE



ELEVATION

REV	DATE	APPRO	DESCRIPTION	BY
[REDACTED]				
DRAWN BY DATE TITLE				
L.A.W.		3-28-73	BLDG 1100	
CHECKED DATE		LAZY SUSAN TABLE		
CHECKED DATE		SCALE AS SHOWN SHEET / OF 1		
APPROVED BY		DRAWING NO.		
PUBLIC WORKS OFFICE		3-28-73	AFETA 1117	
		DATE		

Suggestion No: 76-28

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-51: dated 15 August 1975  
25X1A [REDACTED] GS-13  
Reports Officer  
Directorate of Operations/NE

A. Summary of Suggestion

1. Background

DDO reports used in finished publications of the Office of Current Intelligence and the military have to be cleared with the responsible DDO officer (reports officer, branch chief, chief intelligence officer). This is handled by a telephone call by OPS/[REDACTED] during the day and by Intelligence Information Dissemination (IID) or the DDO Duty Officer after hours.

25X1A

2. Suggestion

Indicate publication clearance of reports on the cover sheet, thus eliminating the majority of phone calls to clear DDO reports (see attached sample cover sheet with explanation of suggested changes).

B. Evaluation 25X1A

1. DC/OPS/[REDACTED] said that this is a practical suggestion and one that could have proved beneficial if it had been received and implemented sooner. The Cable Distribution System (CDS) is scheduled to go into effect in the Fall of 1976. Under CDS, Directorate of Operations intelligence information cables will be delivered to external customers electrically. There will be no hard copy distribution to external customers except to those few who cannot receive the report electrically. Within the DDO, hard copy distribution will be to area divisions and to staffs. IID will not receive any hard copy distribution but will pull up the report from the computer as needed. Under these conditions there would be no way to indicate to IID any publication clearance. If the change to CDS were not so close, the suggestion would be implemented. There is approximately a six (6) month supply of form 1K-2 on which the proposed information would be recorded; therefore, OPS/[REDACTED] cannot recommend destruction of these forms to preprint the various publications.

25X1A

~~CONFIDENTIAL~~

**CONFIDENTIAL**

2. In the interim, OPS/[REDACTED] has requested the desks to indicate on form 1K-2 those major publications for which a report requiring clearance is cleared. A recent sampling indicated that the majority of the clearance requests involved IID reports for which there is no opportunity to indicate publication clearance. Therefore, this suggestion has had minimal impact on the clearance problem.

25X1A

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

Certificate  
Award

Att

**CONFIDENTIAL**



REVISED COVER SHEET  
EXPLANATION OF PROPOSED CHANGES

- 1- The listing of publications which use DDO reports can be condensed by Printing Services to provide a neater, uniform appearance.
- 2- The list of publications are those most frequently used; this can probably be edited further but a more formal survey than I've made would have to be done. The most essential from the NE point of view are the OCI- NID and NIB); the DIA-DIN. The Army and Navy publications are particularly important because these go to press at 6:30 a.m.
- 3- Box for routing deleted since this is not used by majority of reports officers. In this space put the TDFIR Number and the DATE. There is no need for two "Date" boxes on the form as it is presently arranged. The TD number and the date of the report should be placed in closer proximity to make chrono files more meaningful, and easier to service.
- 4- Delete the large lettering "CS INTERNAL USE ONLY." There is no "CS" any longer and the control should appear next to the classification, i.e. at the top and bottom of the form.
- 5- Delete one line reserved for internal DDO addressees since this is not necessary. One and two-thirds line is more than sufficient.

25X1A

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-88: dated 9 September 1975

25X1A

[REDACTED], LB-17 (GS-11 equiv.)  
Photo Generalist  
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

When slack occurs in photo prints coming off the Pako dryer in P&PD, it is necessary for the user to place his arm under the dryer drum to remove the slack (photograph attached).

2. Suggestion

Modify the Pako dryer apron so that it can be moved out of the way when it is necessary to remove the slack in prints.

B. Evaluation

1. OL/P&PD modified the Pako dryer apron, as suggested, on 22 June 1976 at a cost of \$1.85 (\$1.70 labor and \$.15 material). The Pako dryer contains 2000° heat; however, there were no burn accidents reported prior to modification of the apron.

2. OS/Safety Branch recommended an award based on MODERATE/LIMITED intangible benefits.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$35 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

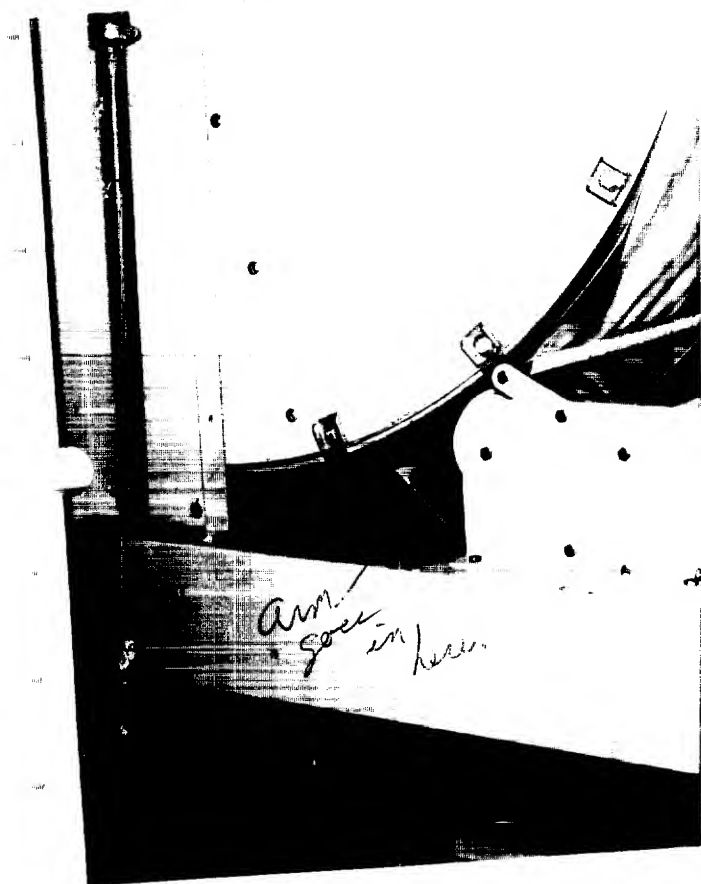
[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

29 June 76  
Date

\$ 35.00

Award

Att



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-171: dated 4 November 1975  
25X1A [REDACTED], WP-16 (GS-11 Equiv.)  
Photo Technician  
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

OL/P&PD masked off a portion of the image to form a cut mark, when processing Agency badge pictures. This method did not cause any problems with the present roll badges; however, with cut badges it frequently caused cutter misses. The misses were due to low density cut marks, image position, or different format arrangements.

2. Suggestion

Use a badge mask with electronic generated cut marks to process Agency badge pictures.

B. Evaluation

1. OL/P&PD Maintenance Shop fabricated a mask and installed it on 22 June 1976 at a total cost of \$270.08 (\$20 material and \$250.08 for installation). The expected life of the mask is five (5) years.

2. Use of a badge mask with electronic generated cut marks allows all badges to be printed on the same set up, eliminates cutting badges in the wrong place, and speeds up the cutting procedure. It also simplifies the training of personnel in this operation for intangible benefits of MODERATE/LIMITED.


3. OL/P&PD estimates annual savings of 21 man-hours (eliminates cutting by hand and set up time) @ \$7.88 per hour = \$165.48 annual man-hour savings. Also, it is estimated that \$140 worth of material will be saved which was previously used to reprint pictures which were cut in the wrong place and by reducing the space between pictures.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$60 award based on annual net tangible savings of \$251 (\$30), plus Moderate/Limited intangible benefits (\$30).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$ 60.00  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-197 &  
76-198: dated 24 November 1975  
25X1A [REDACTED], GS-15  
Instructor  
Directorate of Administration/OTR

A. Summary of Suggestion

1. 76-197

OTR instructors used numerous forms to test and manually correct and score such tests. The suggester proposed the modification of the tests to use mark sense forms which can be scanned and scored by the RST-5500 scoring machine. Use either the SCORE or B-SCORE computer program to list class grades and evaluate the validity and effectiveness of the test. This system is timely, the scoring is rapid and the evaluation program provides a capability not previously available to instructors.

2. 76-198

OTR instructors used several formats to evaluate courses and manually assemble statistics from handwritten course evaluation forms. The suggester proposed the modification of course evaluations to make it possible to use mark sense forms which can be optically scanned by the RST-5500 scoring machine. Utilizing the OTR course evaluation computer program, the computer terminal can produce a completed course evaluation in less than 5 minutes. Thus, the results can be discussed with the class before they leave on the last day.

B. Evaluation

1. OTR/ISTB adopted the suggestions for use in their courses in June 1975. During the past year, course evaluation data (76-198) has been processed for about 20 courses utilizing these suggestions. The direct annual savings in instructor time totals about 150 hours at the GS-14 level or approximately \$2,100. Associated computer costs to run the program are about \$50.

2. In addition to the direct benefits, the procedure (76-198) enables the course director to promptly review the course evaluation with the class. This typically prompts informal responses which add significantly to the evaluation. Thus, intangible benefits are SUBSTANTIAL/LIMITED.

3. The use of the equipment in test scoring (76-197) has been limited--between 3 and 6 times during the past year. Because these tests are less extensive in content and analysis than the course evaluations, the savings amount to 6 hours of instructor time or about \$100. The intangible benefits are MODERATE/LIMITED. The quick turn around is less important in the case of scoring tests than in the course evaluation application.

C. Recommendation of the Executive Secretary

1. Beyond line of duty.


2. \$250 award based on annual savings of \$2,200 (\$160), plus SUBSTANTIAL/LIMITED (\$90) intangible benefits.

3. Refer to OJCS for possible application in the future in their courses.

4. Re-examine in one (1) year to determine if there has been wider use of the process in OTR beyond ISTB.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$  
250.-  
Award



SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-200: dated 26 November 1975  
[REDACTED], GS-11  
25X1A International Economist  
Directorate of Intelligence/OER

A. Summary of Suggestion

1. Background

The OER Reports Index was a computerized bibliographic file maintained by CRS for OER. It contained an index report for all OER finished intelligence production produced after January 1967, and all S-projects produced after January 1973.

2. Suggestion

Eliminate the OER Reports Index (detailed proposal attached).

B. Evaluation

1. CRS said that the OER Reports Index was eliminated unilaterally by CRS/SAS on 23 January 1976 when it was learned that OER could no longer access the Index from their computer terminal. Elimination of the Index has not resulted in any savings of money, manpower, computer resources and storage space. The disk storage space the Index required at the time of its demise will be allocated to OER/I/JP "Branch File". Creation of the OER/I/JP "Branch File" will cost more in terms of manpower--for file design, job stream modification, user training, etc.--than did the ongoing, automatic file building process which kept the OER Reports Index current.

2. The Directorate of Intelligence Committee Member concluded that a cash award could not be justified. He said that a Certificate of Appreciation is most deserving because the intent of the suggestion was adopted and the submission predated the CRS action.

C. Recommendation of the Executive Secretary


1. Not line of duty.
2. Certificate of Appreciation.

SECRET

SECRET

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

Certificate  
Award

Att

SECRET

30 October 1975

MEMORANDUM FOR: Acting Director of Economic Research

SUBJECT : The Issue of the Second Project SAFE Terminal  
in OER

The Problem

1. Over the past month, some confusion existed in OER and CRS over the status of St/P as one of two participating branches in OER for Project SAFE. According to CRS, OER currently has two branches participating in Project SAFE. D/TA is a fully participating pilot branch using the system to scan and route incoming mail, build and maintain files; and search CRS created index and full text files for document retrieval and research. However, CRS also considers St/P to be a participant because of its access to the OER Reports Index. This Index was created by CRS/SAS at the request of OER's Systems Development Staff in mid-1974. Since the request was handled by CRS/SAS -- the office that administers Project SAFE -- St/P was considered a part of Project SAFE. OER did not realize that CRS would consider St/P a second SAFE branch because of the limited file structure and CRS did not anticipate that OER would later be restricted to two participating branches because of limited financial and computer resources in CRS and OJCS.

Discussion

2. The OER Reports Index is a bibliographic file maintained by CRS. It contains a description (title, subject, codes, country codes, etc.) of all OER IMs, IRs, RPs, EIWs, and IODs produced after January, 1967, and all S-projects produced after January, 1973. An example of the type of information contained in the OER Reports Index is shown in Attachment 1. The same documents that St/P provides to CRS for input to Aegis are also extracted by machine for the OER Reports Index.

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3. The Systems Development Staff felt that the OER Reports Index would be a useful adjunct to OER's own computerized Management Control System (PMC). PMC was developed in 1973 by SDS after D/OER requested a system to serve as a computerized management tool for OER production. PMC contains a record of all OER IMS, IRS, RPs, and S-Projects initiated since 1 July 1974, with each report described in terms of title, author, branch, area, report number, report date, and current status. An example of the type of information contained in PMC is shown in Attachment 2. PMC is still under development and is designed to eventually replace St/P's current manual methods of recording OER production.

4. The primary differences between the OER Reports Index and the PMC are:

- 1) The OER Reports Index has an on-line search and retrieval capability; PMC does not;
- 2) the OER Reports Index contains EIWs and IODs; PMC does not;
- 3) the OER Reports Index contains no management information such as author, branch, current status; PMC does;
- 4) the OER Reports Index goes back to 1967 for research reports and 1973 for S-Projects; PMC information begins 1 July 1974.

#### Recommendation

5. In March 1975 CRS installed a new system -- RECON -- that duplicates the OER Reports Index. Since this is the case, we feel -- along with St/P and DAC -- that OER can readily drop the OER Reports Index, get the same information from CRS, and free the resources currently assigned to that file for use in a second Project SAFE pilot branch. However, a second OER pilot

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SECRET

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branch will require far greater resources in CRS and OJCS than are now required by the OER Reports Index. It may take several months before a second branch will have the necessary storage to test all aspects of SAFE.

25X1A

OER Project SAFE  
Coordinator

Assistant OER Project SAFE  
Coordinator

Attachments:  
As stated.

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-261: dated 21 January 1976  
25X1A [REDACTED], GS-12  
Deputy Chief, DCB  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestion

1. Background

25X1A

25X1A [REDACTED] Signs warning employees who worked in [REDACTED] not to use the elevators in case of fire were mounted inside the elevators. Such signs could not be read without first entering the elevators.

2. Suggestion

Place the warning signs on the outside in front of the elevators. Thus the signs can be read before entering the elevators and caution passengers accordingly.

B. Evaluations

25X1A 1. NPIC's Safety Officer immediately implemented the suggestion. For the safety benefits to all [REDACTED] tenants: NPIC, DIA, IAS, Army and Air Force and considering the value of equipment in the Center, this suggestion was rated MODERATE/EXTENDED for intangible benefits by the NPIC Suggestion Panel at the level of a \$100 award.

25X1A

2. Safety Branch concurred with adoption of this suggestion and supported an award for this contribution to the safety of personnel in [REDACTED]. Placement of signs in Headquarters Building is guided by the Fine Arts Commission.


25X1A

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$75 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$ 75.00  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-480: dated 7 May 1976

25X1A

[REDACTED], GS-15  
Intelligence Officer, General (Chief)  
Directorate of Intelligence/[REDACTED]

STATSPEC

A. Summary of Suggestion

1. Background

STATSPEC  
STATSPEC  
This case was reported to the Committee by Chief, Safety Branch, Office of Security during the evaluation of Suggestion No. 76-261 from NPIC. Since the contribution made by the above [REDACTED] employee prompted action by Safety Branch in May 1975 it is within the two year period allowed for award consideration. Safety Branch says that due to an oversight, the [REDACTED] employee's contribution was not reported previously.

2. Suggestion

STATSPEC

In May 1975, the [REDACTED] Safety Officer brought a note to Safety Branch, OS from Ms. [REDACTED] who had been stuck in a Key Building elevator for a period of time. While in the elevator she said she had noticed that there were no instructions on what to do in case of an emergency, the telephone was inoperative and not clearly labeled, and the sign "In Case of Fire Do Not Use Elevator - Use Exit Stairs" was placed inside instead of outside where it should have been in her opinion.

25X1A

B. Evaluations

1. Safety Branch took follow-up action on the above request. The elevator telephones were checked and repaired where necessary, signs were installed inside all elevators with emergency instructions and indicator labels were placed on the telephone boxes. Signs stating "In Case of Fire Do Not Use Elevators - Use Exit Stairs" were also placed outside all elevators. The originator of the request was thanked for her concern for safety.

2. When Safety Branch evaluated a similar suggestion from NPIC in March 1976 for application to [REDACTED] they recalled this Key Building proposal. As a result, Safety Branch concluded that the [REDACTED] employee deserved recognition since the ideas contained in her note were implemented.

25X1A

STATSPEC




3. Considering the size of Key Building, and the components involved, the intangible benefits appear between MODERATE/LIMITED and MODERATE/EXTENDED.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$50.00

Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-333: dated 4 March 1976

25X1A

[REDACTED], GS-09  
Telecommunications Specialist  
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

Teletype printers of the Office of Communications, Signal Center, Special Activities Facility were in a normal configuration; that is, they recognized the input of a line feed impulse and advanced the printer paper accordingly. Staff cable procedures called for 25 line feeds between the check number and beginning of message text; 30 line feeds between pages and 30 line feeds between the last page of message text and the end of message teletype functions.

2. Suggestion

Modify teletype printers to eliminate all line feed impulses after two (2) consecutive ones are received, and revert to normal operation upon receipt of any other impulse. The printer paper in Special Activities Facility is used only as a work copy and the normal spacing between pages, etc., created by the line feed, is not necessary.

B. Evaluation

1. OC said that the pagination and line feed procedures used for transmission of messages is specifically incorporated in message formats to enable receiving field stations to use the incoming version for distribution purposes. These formats, with extensive line feeds between pages, have no application to the majority of the message handling requirements within the Special Activities Facility of the Headquarters Signal Center. The message copies within this facility are work copies only and the elimination of the line feeds will not affect message processing. OC began modifications on a total of 21 teletype printers in April 1976; as of 1 June, four (4) printers have been completely modified, the remaining 17 will be completed within the next 45 days. OC estimates that this equipment will last five (5) years or more.

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2. Tangible savings are as follows:

Paper - 520 rolls @ \$2.46 per roll	\$1,279
Less - cost for printer modifications: 21 printers X 2 hours each X \$9 per hour= 378 5 yrs.	- 76
	\$1,203

3. Intangible benefits - OL/Building Services  
Branch estimates benefits from waste disposal averted as  
follows:

25X1A



less handling in the Signal Center. However, it is  
most difficult to estimate savings. OL rated intangible  
benefits MODERATE/LIMITED.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$165 award based on annual savings of \$1,203  
(\$115), plus MODERATE/LIMITED (\$50) intangible benefits.

D. Decision of the Chairman

25X1A

  
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C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

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Chairman of the  
Achievement Awards Committee

29 June 76  
Date

\$50.00

Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-433: dated 20 April 1976  
[REDACTED], GS-11  
25X1A Telecom Officer  
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

25X1A

25X1A

No procedures existed at [REDACTED] Station to minimize condensation and resultant corrosion of cool air and water pipes outside of and at the point of entry [REDACTED]

2. Suggestion

Periodically clean the pipes with fine wire brushes and sandpaper or emery cloth and spray paint the cleaned areas with "Rustoleum" or other corrosion and rust retardant material. Since implementation approximately one (1) year ago at [REDACTED], condensation and corrosion have all but disappeared.

25X1A

B. Evaluation

1. OC said that installation procedures for shielded enclosure installation requires that the chilled water lines be insulated to prevent condensation. Inter-connection piping is made of PVC which is noncorrosive. The penetrations are themselves insulated and made of nonferrous material (copper). Properly installed there should be no condensation.

2. However, the suggester did solve the problem in his area; this suggestion did not have world-wide application. OC recommended a Certificate of Appreciation.

C. Recommendation of the Executive Secretary


1. Not line of duty.
2. Certificate of Appreciation.

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D. Decision of the Chairman

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Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

Certificate  
Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-445: dated 8 August 1974

25X1A

[REDACTED], GS-10  
Motion Picture Photographer  
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

A six (6) plate Moviola editing bench is used by Printing and Photography Division; it has the capability of playing back separate picture and two (2) magnetic sound tracks or a composite picture and optical sound track. From time to time, it is necessary to check a picture against a separate optical sound track. This could only be accomplished with a test print projected to listen to the sound for synchronization.

2. Suggestion

The suggester modified the Moviola editing bench to simultaneously play a separate picture and optical sound track. This was accomplished by adding one guide roller to allow the bypassing of the optical sound playback area by the picture and redirecting the optical sound track around one of the magnetic sound heads to the optical sound playback area (diagram attached).

B. Evaluations

1. OL/P&PD adopted the improvement in April 1975. The modification was done by the P&PD maintenance shop at a cost of \$10.62 for material and \$12.83 for labor. The suggestion saved 36,000 feet of film from April 1975 to April 1976. The film would have cost \$3,780, resulting in net annual savings of \$3,756.55.

2. The Moviola is designed to mix sound on a magnetic tape to a film strip containing the picture. P&PD receives unique requests--a film with only pictures and a separate film with only sound, with a request to make a composite film with picture and sound. This modification alters the configuration of the Moviola such that the atypically commercial, but common within the Agency, requirement to merge the sound and picture in separate film to a common film may be efficiently and conveniently accomplished.




3. OTR said there would be no advantage in modifying their equipment since this odd combination of optical track and separate picture does not occur more than once every two (2) years.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$240 award based on annual savings of \$3,757.

D. Decision of the Chairman

25X1A

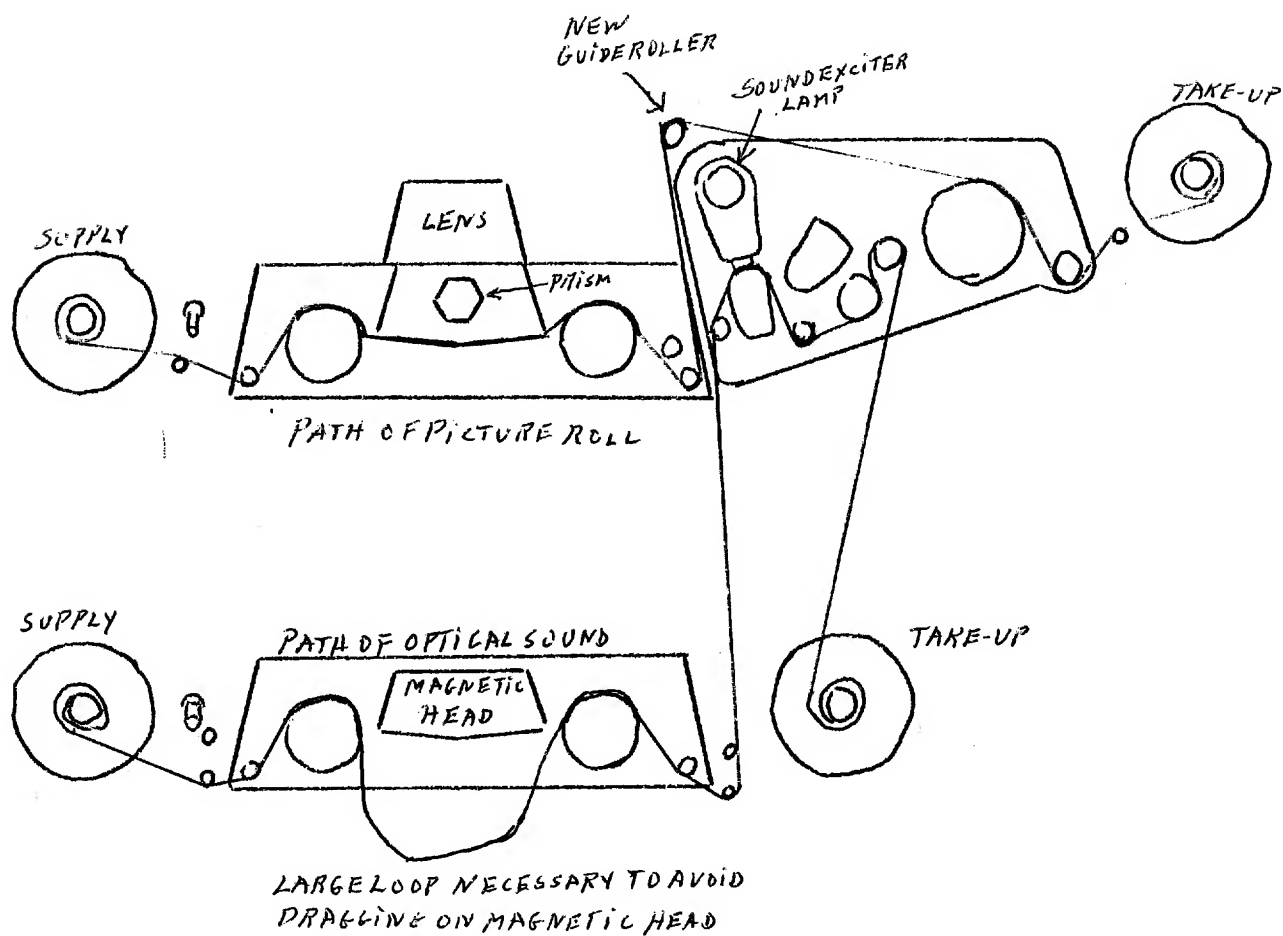
  
Chairman, Suggestion and Achievement  
Awards Committee

29 June 76  
Date

\$240.-

Award

Att



OPTICAL SOUND TRACK  
PICTURE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-446: dated 19 May 1976  
25X1A [REDACTED], GS-05  
FPO  
Directorate of Administration/OS

A. Summary of Suggestion

1. Background

25X1A

[REDACTED] elevators are marked with round lights--white - up and red - down. However, many of the elevator users did not know which direction the elevators were going.

2. Suggestion

The suggester made signs for each elevator with arrows indicating that the white light is up and the red light down.

B. Evaluation

1. OL said the suggester's handmade directional indicators are attractive and solve a problem. It is impossible to determine how much time might have been saved by preventing wrong-way travel on the elevators and any consequent savings; however, implementation of the suggestion has eliminated confusion, probably soothed some irritations, and generally improved elevator operations in [REDACTED].

25X1A

2. OL rated intangible benefits MODERATE/LIMITED.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$35 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and  
Achievement Awards Committee

29 June 76  
Date

\$35.00

Award